

DIRECTIVE NUMBER 300-01-12

DATE: February 14, 2013

TO: Department of Labor Employees

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Bereavement Leave

1. Purpose: To inform employees of updated policy regarding bereavement leave.
2. References: K.A.R. 1-9-12, KDOL Directive on Request and Approval of Leave.
3. Background: Bereavement leave may be granted to a benefits-eligible employee in the classified or unclassified service upon the death of a family member. For purposes of this policy, a family member is defined as an individual related by blood or affinity and includes:

Spouse

Parent

Grandparent

Child

Sibling

Step or in-law relative

Grandchild

Child for whom the employee has parenting responsibilities

Family member residing with the employee

- a. Bereavement leave may be granted for family members other than those above, but each situation will be considered on an individual basis by the appropriate Director.
 - b. Bereavement leave may be granted for up to six (6) working days. Factors such as the relationship to the deceased, funeral responsibilities and necessary travel time shall be considered in determining the amount of leave to be granted.
 - c. Bereavement leave need not be taken as a block of continuous time and may include time to attend special memorials or ceremonies held at a later date.
 - d. Supervisors are encouraged to be flexible in granting additional time off (paid or unpaid) beyond the bereavement leave available, with the understanding that no timetable can be placed on the individual grieving process. In some instances, the use of sick leave may be appropriate.
 - e. Supervisors are encouraged to recommend Lifeline or grief counseling services to employees.
4. Procedure:
 - a. When requesting bereavement leave, the relationship of the deceased must be identified on the Leave Application (K-MGT 7500, Rev. 12-99). In some instances, submission of a copy of an obituary may be requested for clarification.

- b. The appropriate Division Director must approve bereavement leave for relationships other than those listed. A brief note outlining the circumstances of the request must be attached to the Leave Application form.
- 5. Inquiries. Kyle Williams, HR Office, (785) 296-5000 ext. 2565

Lana Gordon, Secretary of Labor
Signature on file

Rescissions: 300-03-05	Expiration Date: Continuous
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